



How to lend out tables to SU students

If a student comes to The Edge and asks to pick up a table they have booked, they no longer leave their library card while they use the table. Instead, SU staff need to check they have booked the table and the space they want to use, and sign it out with Artifax.

TO SIGN A TABLE OUT

Go to the Artifax website theedge.artifaxevent.com/dashboard

Click on the calendar icon on the top bar

Click **Graphical**

Scroll down until you see 'Folding Table' and 'Table Space' listed on the left hand side

[Check that their booking is listed](#) – if they want a table AND a space they both need to be booked

Click on the table booking

Click **Open**

Click **Tasks**

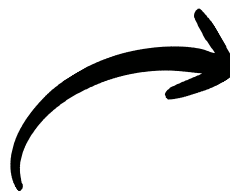
Under 'Handing out equipment' tick Delivered

Then click on **Edit**

Then click **Complete**

Then click **Save**

Then click **Close**



If a student wants to book a table and space (& other resources), they can use this guide

thesubath.com/pageassets/arts/individualpractice/Individual-Agora-User-Guide.pdf

